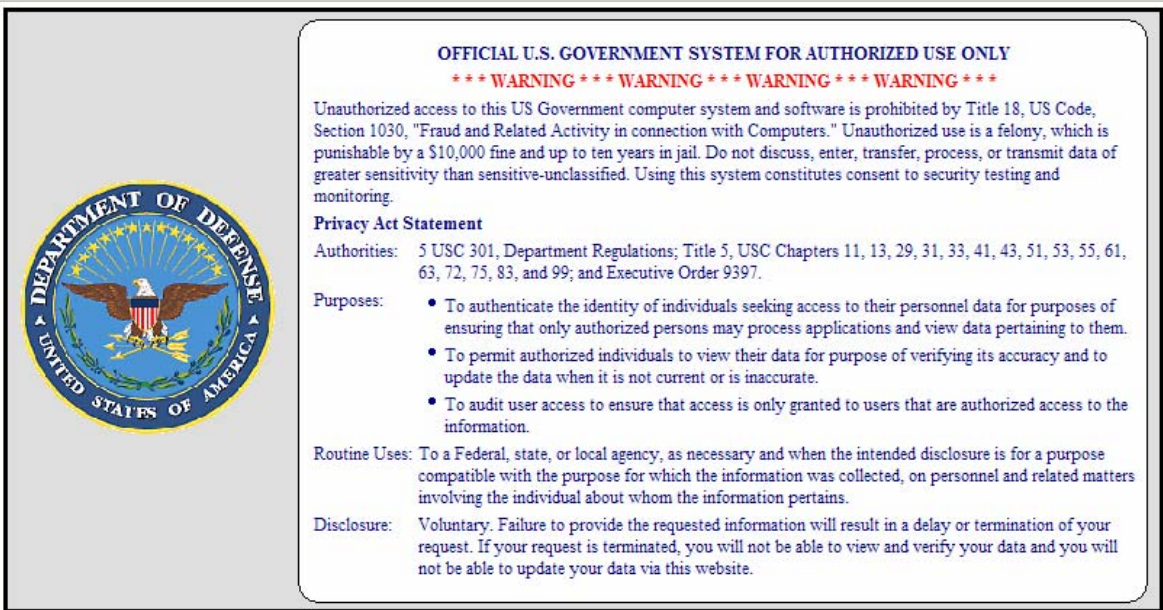




Text Captions

Logging on as an employee and editing a performance plan.



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
***** WARNING *** WARNING *** WARNING *** WARNING *****

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement


Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.



ORACLE
E-BUSINESS SUITE

User Name

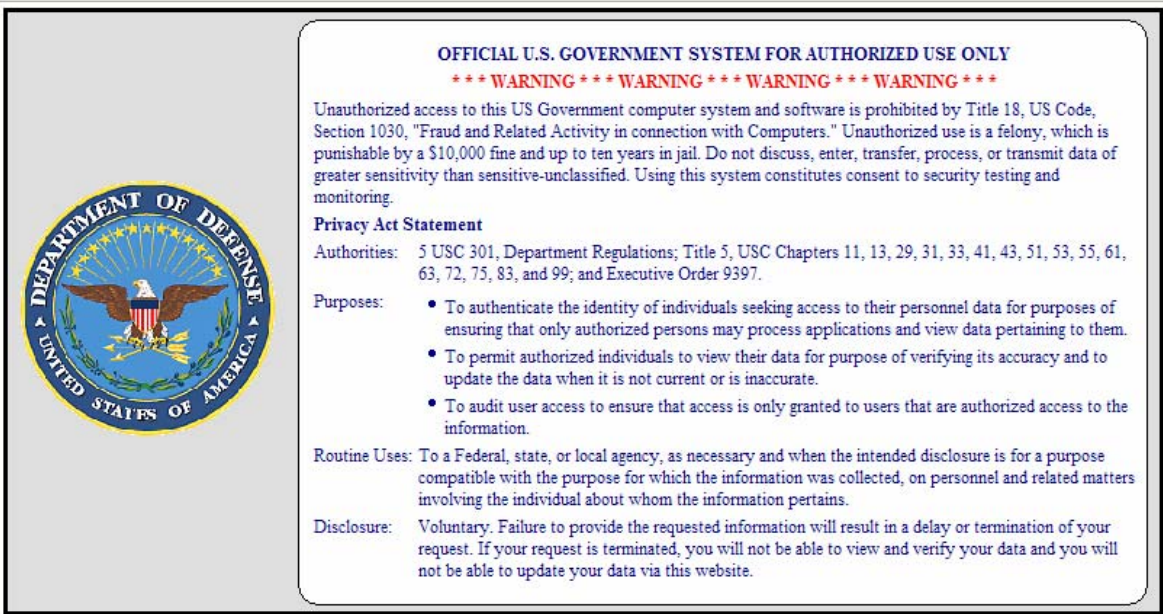
Password

[Forgot your password?](#)

Text Captions

For the purpose of this demonstration we will log on as employee Aaron Hollis.

To begin, Aaron logs on to **My Biz** at the URL provided by his Component. He enters his user name and password.



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
***** WARNING *** WARNING *** WARNING *** WARNING *****

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name

ORACLE[®]
E-BUSINESS SUITE

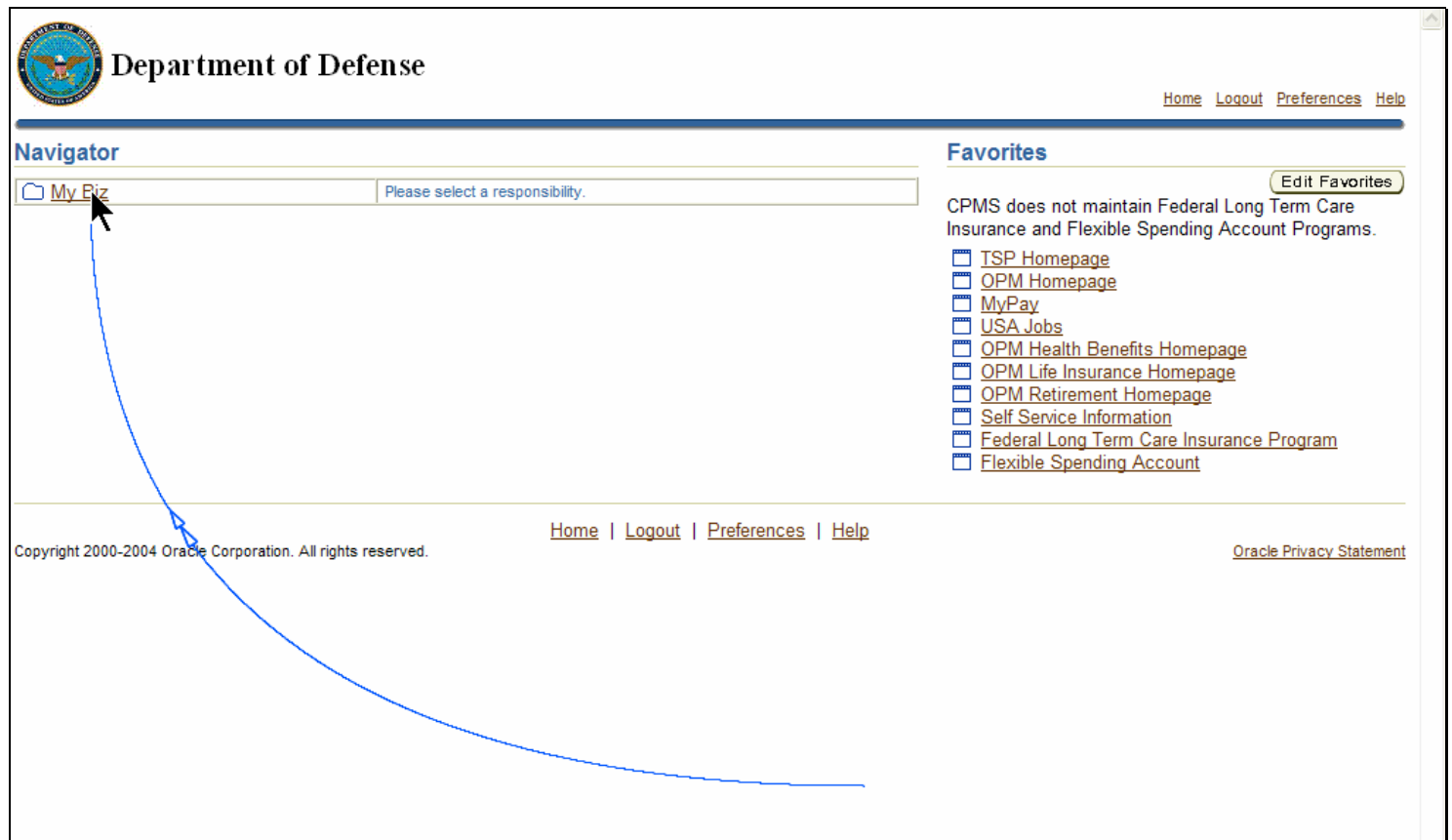
Password


[Forgot your password?](#)

Text Captions

To begin, Aaron logs on to **My Biz** at the URL provided by his Component. He enters his user name and password.


He then selects **Connect**.



 **Department of Defense**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Navigator

 [My Biz](#) [Please select a responsibility.](#)

Favorites [Edit Favorites](#)

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- ☐ [TSP Homepage](#)
- ☐ [OPM Homepage](#)
- ☐ [MyPay](#)
- ☐ [USA Jobs](#)
- ☐ [OPM Health Benefits Homepage](#)
- ☐ [OPM Life Insurance Homepage](#)
- ☐ [OPM Retirement Homepage](#)
- ☐ [Self Service Information](#)
- ☐ [Federal Long Term Care Insurance Program](#)
- ☐ [Flexible Spending Account](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved. [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) [Oracle Privacy Statement](#)

Text Captions

He selects **My Biz**, then **NSPS Appraisals (My Biz)**.

Department of Defense

Home Logout Preferences Help

Navigator

My Biz

- My Biz
 - My Information
 - Update My Information
 - NSPS Appraisals (My Biz)

Favorites Edit Favorites

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.


- ☐ TSP Homepage
- ☐ OPM Homepage
- ☐ MyPay
- ☐ USA Jobs
- ☐ OPM Health Benefits Homepage
- ☐ OPM Life Insurance Homepage
- ☐ OPM Retirement Homepage
- ☐ Self Service Information
- ☐ Federal Long Term Care Insurance Program
- ☐ Flexible Spending Account

Home | Logout | Preferences | Help

Copyright 2000-2004 Oracle Corporation. All rights reserved. Oracle Privacy Statement

Text Captions

He selects **My Biz**, then **NSPS Appraisals (My Biz)**.

**Department of Defense**
Performance Appraisal Application





[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Notifications](#) [Appraisals](#)

My Appraisals

My Plans/Appraisals


Appraisals of Hollis, Aaron

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Maggelon, Luke	01-Jan-2008	Maggelon, Luke	Annual Appraisal - NSPS	Transferred				


Completed Plans/Appraisals

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Initiator




Appraisal Effective Date



(example: 20-Aug-2006)

Appraisal Type



Go

Clear

Initiator	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						


[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved.

[Oracle Privacy Statement](#)

Text Captions

He is directed to the My Appraisals - My Plans/Appraisals page.





**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)

My Appraisals

My Plans/Appraisals

Appraisals of Hollis, Aaron

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Maggelon, Luke	01-Jan-2008	Maggelon, Luke	Annual Appraisal - NSPS	Transferred				

Completed Plans/Appraisals
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
Initiator
Last Name, Title First Name
Appraisal Effective Date
(example: 20-Aug-2006)
Appraisal Type

Initiator	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved. [Oracle Privacy Statement](#)

Text Captions

Now let's take a look at what is on this page: My Plans/Appraisals.

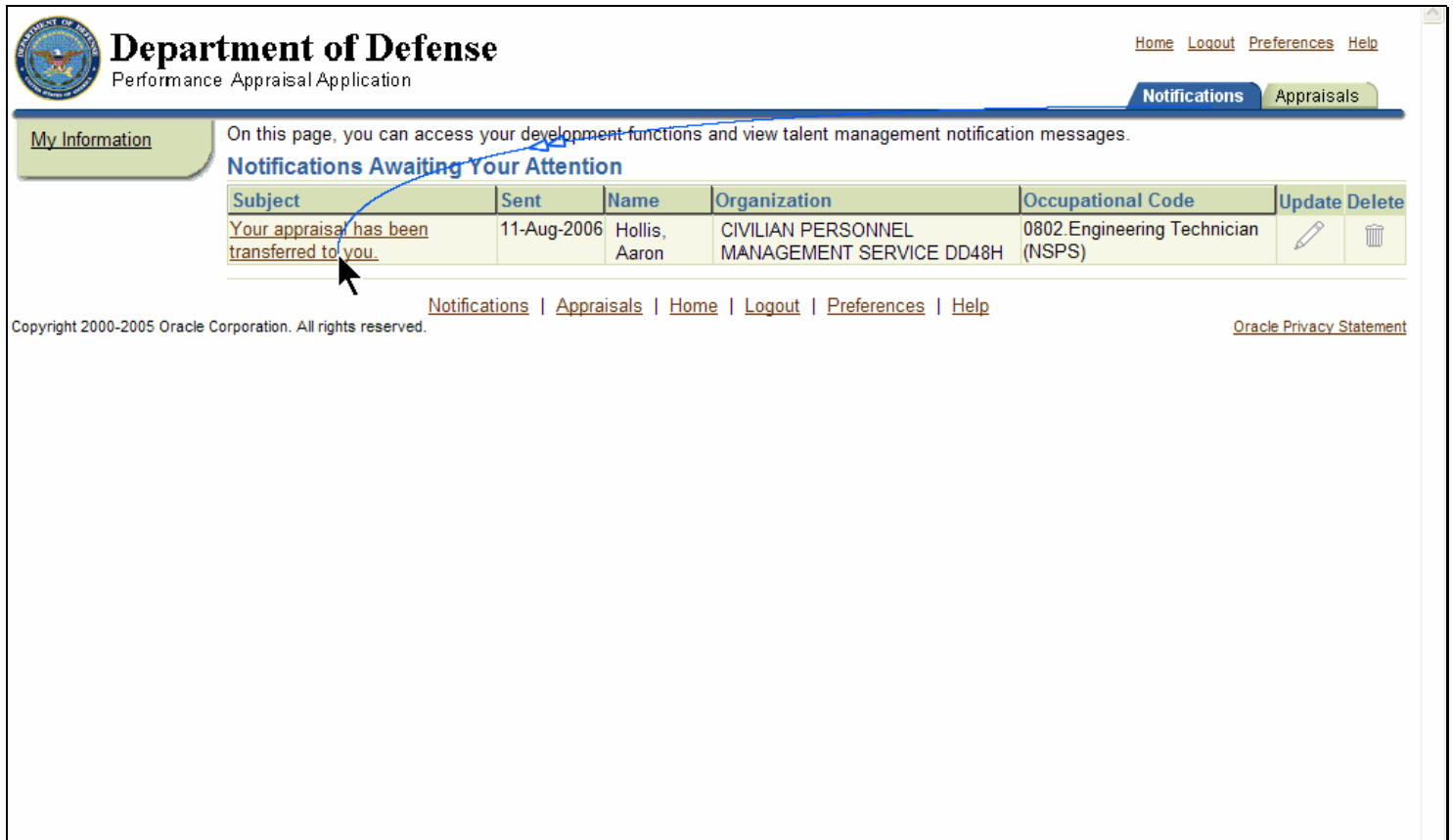
At the top right corner there are two tabs:


Notifications - This is a place to find messages from the rating official.

and **Appraisals** - this is a place to find appraisal information.

The middle of the page provides a summary of the performance plan status.

To view the message from his rating official, Luke Maggelon, Aaron selects **Notifications**.





 **Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Notifications Appraisals

My Information On this page, you can access your development functions and view talent management notification messages.

Notifications Awaiting Your Attention


Subject	Sent	Name	Organization	Occupational Code	Update	Delete
Your appraisal has been transferred to you.	11-Aug-2006	Hollis, Aaron	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H	0802 Engineering Technician (NSPS)		

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright 2000-2005 Oracle Corporation. All rights reserved. [Oracle Privacy Statement](#)

Text Captions

To view the notification, he selects the subject of the notification he wants to view.

**Department of Defense**
Performance Appraisal Application

Home Logout Preferences Help

Information

This notification does not require a response.

Your appraisal has been transferred to you.

Close

From **Maggelon, Luke**
To **Hollis, Aaron**
Sent **11-Aug-2006 13:03:59**
ID **1603174**

Summary

Effective Date **11-Aug-2006**

Employee Name	Hollis, Aaron	Organization	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000
Position	NSPS.ENGINEERING TECH.639182.ARM.C.APPR	Location	Washington, US
Occupational Code	0802.Engineering Technician (NSPS)	Pay Plan/Pay Band	YD-02
Employee Number	416350		

Rating Official Comments
(289 x 54)
Please review your job objective.

Appraisal Details

Rating Cycle End Date	30-Sep-2007	Rating Cycle Start Date	01-Oct-2006
Appraisal Type	Annual Appraisal - NSPS	Performance Plan Approval Date	
Appraisal Effective Date	01-Jan-2008		
Rating Official Name	Maggelon, Luke		

Text Captions

Luke's message appears under the notification comments.

The notification page provides information such as who sent the notification, the date and time when it was sent, summary information, and comments provided by the rating official.

 **Information**

This notification does not require a response.

Your appraisal has been transferred to you. Close

From Maggelon, Luke
To Hollis, Aaron
Sent 11-Aug-2006 13:03:59
ID 1603174

Summary

Effective Date 11-Aug-2006

Employee Name	Hollis, Aaron	Organization	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000
Position	NSPS.ENGINEERING TECH.639182.ARM.C.APPR	Location	Washington, US
Occupational Code	0802.Engineering Technician (NSPS)	Pay Plan/Pay Band	YD-02
Employee Number	416350		

Rating Official Comments

Please review your job objective.

Appraisal Details


Rating Cycle End Date	30-Sep-2007	Rating Cycle Start Date	01-Oct-2006
Appraisal Type	Annual Appraisal - NSPS	Performance Plan Approval Date	
Appraisal Effective Date	01-Jan-2008		
Rating Official Name	Maggelon, Luke		

Related Applications

 [Update Action](#)

Text Captions

Aaron selects **Update Action** to access the performance plan and then selects **Update** to continue.

**Department of Defense**
Performance Appraisal Application

Home Logout Preferences

Details: Employee

Back

Transfer to Rating Official

Update

Employee Name

Hollis, Aaron

Organization

CIVILIAN PERSONNEL
MANAGEMENT SERVICE DD48H50000

Position

NSPS.ENGINEERING
TECH.639182.ARM.C.APPR

Location

Washington, US

Occupational Code

0802.Engineering Technician (NSPS)

Pay Plan/Pay Band

YD-02

Employee Number

416350

Assignment Status

Active Appointment

Work Schedule

Full-Time

Pay Pool ID

Setup Details

Initiator

Maggelon, Luke

Rating Official

Maggelon, Luke

Appraisal Type

Annual Appraisal - NSPS

Performance Plan Approval Date

Rating Cycle Start Date

01-Oct-2006

Rating Cycle End Date

30-Sep-2007

Relevant Organizational Mission/Strategic Goals

Develop and deploy effective quick reaction systems for Nuclear Weapons Transportation and Security Projects at low cost in a timely manner.
Achieve DoD threat reduction goals by using key performance, cost and schedule parameters as well as baseline guidance.

Performance Objectives

Show All Details | Hide All Details

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
---------	-----------------	--------	-----------------	-----------------	----------------------	----------------------------	-----------------	-----------------

Text Captions

Aaron selects **Update Action** to access the performance plan and then selects **Update** to continue.

Department of Defense
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Overview](#) [Review](#) [Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Employee Self-Assessment](#) [Appraisals](#)

Update Performance Plan: Overview

[Cancel](#) [Save and Continue](#) [Transfer to Rating Official](#) [Continue](#)

Employee Name **Aaron Hollis** Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR** Location **Rossllyn, US**

Occupational Code **0801.Engineering (NSPS)** Pay Plan/Pay Band **YD-02**

Employee Number **36646** Assignment Status **Active Appointment**

Work Schedule **Full-Time**

Pay Pool ID

Placement in Pay Band

Current Base Salary **81190**

Minimum Pay Band Level **38175**

Maximum Pay Band Level **85578**

Setup Details [Return to Top](#)

* Indicates required field

Appraisal Type **Annual Appraisal - NSPS** Rating Official **Maggelon, Luke**

Rating Cycle Start Date **01-Oct-2006** Performance Plan Approval Date

Rating Cycle End Date **30-Sep-2007**

Appraisal Effective Date **01-Jan-2008**

Text Captions

He is now on the Overview page. Recall that Luke, the rating official, had three steps to complete in the planning process. Aaron, as an employee, has two: step 1, Overview, and step 2, Review.

On the Overview pages, employees may edit their job objectives and review their plans. Take a look at the top of the page. Notice that there are links to the following:

Setup Details - By selecting this link you see relevant employee information such as occupation, pay schedule, pay band, and salary.

Relevant Organizational Mission/Strategic Goals - By selecting this link you view the mission, organizational goals, and other relevant information used to ensure that job objectives are aligned with the organization's goals.

Job Objectives – By selecting this link you can enter the draft job objectives. Remember: typically employees have between three and five objectives.

Employee Self-Assessment – By selecting this link, you can document your self-assessment for the interim review and annual appraisal.

Interim Reviews - By selecting this link, you can view information related to the interim review. Remember: At least one interim review is required.

Closeout Assessments - By selecting this link, you can review your closeout assessment if you are leaving the organization before the end of the appraisal period.

The top of the page provides details regarding your occupation, salary, pay schedule, pay band, and placement in the band. Your rating official used this information, along with other considerations, when developing your draft plan.

Now, the Aaron has a chance to provide his input.



He wants to look at the job objective Luke entered for him. Aaron scrolls to the job objectives area and selects **View Details**.

Relevant Organizational Mission/Strategic Goals [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

Job Objectives [Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								

Employee Self-Assessment [Return to Top](#)

☒ TIP Provide input that you wish to have considered as part of your performance rating assessment

Interim Reviews [Return to Top](#)


Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

Closeout Assessments [Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

Text Captions

He wants to look at the job objective Luke entered for him. Aaron scrolls to the job objectives area and selects **View Details**.

**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Update Job Objective

Cancel Save and Continue Apply

Placement in Pay Band
Current Base Salary 81190
Minimum Pay Band Level 38175
Maximum Pay Band Level 85578

[Show Relevant Organizational Mission/Strategic Goals](#)
Click Add Objective to create objectives against which you measure performance.
* Indicates required field

Job Objective Title Job Objective 1 - Safety
(Enter up to 80 characters)

Start Date 01-Oct-2006

Job Objective Status PENDING

Job Objective

Text Captions

Note that the Job Objective area is read-only. If Aaron wants to edit or comment on an existing job objective, he must use the Working Version Job Objective text box to do so.

(Limit to 770 characters)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[▶ Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[▶ Show Job Objective Rating](#)

Text Captions

He may also review the contributing factors associated with each existing job objective and the weights of each job objective, if used. Note that only the rating official can edit contributing factors and determine weighting of objectives.

Aaron wants to create a new job objective. To do this, he first scrolls to the **Apply** button and selects it.

Contributing Factors

- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

[Show Contributing Factor Impact](#)

[Show Additional Information on Contributing Factor Impact](#)

Adjusted Rating

Adjusted Weight

Weighted Rating (If Used)

[Cancel](#) [Save and Continue](#) [Apply](#)


[Home](#) | [Logout](#) | [Preferences](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved.

[Oracle Privacy Statement](#)

Text Captions

Aaron wants to create a new job objective. To do this, he first scrolls to the **Apply** button and selects it.

 **Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview

Review

▼ [Setup Details](#)

▼ [Relevant Organizational Mission/Strategic Goals](#)

▼ [Job Objectives](#)

▼ [Employee Self-Assessment](#)

▼ [Interim Reviews](#)

▼ [Closeout Assessments](#)

Update Performance Plan: Overview

Cancel

Save and Continue

Transfer to Rating Official

Continue

Employee Name **Aaron Hollis**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR**

Occupational Code **0801.Engineering (NSPS)**

Employee Number **36646**

Work Schedule **Full-Time**

Pay Pool ID

Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01**

Location **Rosslyn, US**

Pay Plan/Pay Band **YD-02**

Assignment Status **Active Appointment**

Placement in Pay Band

Current Base Salary **81190**

Minimum Pay Band Level **38175**

Maximum Pay Band Level **85578**

Setup Details

* Indicates required field

Appraisal Type **Annual Appraisal - NSPS**

Rating Cycle Start Date **01-Oct-2006**

Rating Cycle End Date **30-Sep-2007**

Appraisal Effective Date **01-Jan-2008**

Rating Official **Maggelon, Luke**

Performance Plan Approval Date

[Return to Top](#)

Text Captions

Then he scrolls to the job objectives area and selects **Add Objective**.

Relevant Organizational Mission/Strategic Goals [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

Job Objectives [Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								

Employee Self-Assessment [Return to Top](#)

☒ TIP Provide input that you wish to have considered as part of your performance rating assessment

Interim Reviews [Return to Top](#)


Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

Closeout Assessments [Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

Text Captions

Then he scrolls to the job objectives area and selects **Add Objective**.

 **Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

* Indicates required field


CancelSave and ContinueApply and Add AnotherApply

Placement in Pay Band

Current Base Salary 81190
Minimum Pay Band Level 38175
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

* Job Objective Title
(Enter up to 80 characters)


* Start Date 04-Sep-2006 
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified 04-Sep-2006
Job Objective
(Limit to 770 characters)

Text Captions

Just as Luke had to identify a job objective title, so does Aaron when he wants to add one. He enters a job objective title.

**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

* Indicates required field

Cancel

Save and Continue

Apply and Add Another

Apply

Placement in Pay Band

Current Base Salary 81190
Minimum Pay Band Level 38175
Maximum Pay Band Level 85578


Show Relevant Organizational Mission/Strategic Goals

* Job Objective Title

(Enter up to 80 characters)

* Start Date

04-Sep-2006



(Example: 20-Aug-2006)

Job Objective Status

Date Last Modified


04-Sep-2006

Job Objective

(Limit to 770 characters)

Text Captions

Just as Luke had to identify a job objective title, so does Aaron when he wants to add one. He enters a job objective title.

**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

* Indicates required field

Cancel

Save and Continue

Apply and Add Another

Apply

Placement in Pay Band

Current Base Salary 81190
Minimum Pay Band Level 38175
Maximum Pay Band Level 85578

[Show Relevant Organizational Mission/Strategic Goals](#)

* Job Objective Title

Job Objective 2 - Op Mgmt

(Enter up to 80 characters)

* Start Date

(Example: 20-Aug-2006)

Job Objective Status

Date Last Modified


04-Sep-2006

Job Objective

(Limit to 770 characters)

Text Captions

Next, he enters the start date.

**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

* Indicates required field

Cancel

Save and Continue

Apply and Add Another


Apply

Placement in Pay Band

Current Base Salary 81190
Minimum Pay Band Level 38175
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

* Job Objective Title
(Enter up to 80 characters)

* Start Date 
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified 04-Sep-2006
Job Objective
(Limit to 770 characters)

Text Captions

Next, he enters the start date.

[Need Help to write Objectives](#)

Working Version Job Objective

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

Text Captions

Then Aaron adds the job objective. Note that because this is a new job objective, it may be typed into the Job Objective text box, the Working Version Job Objective text box, or both.

[Need Help to write Objectives](#)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.

(Limit to 2000 characters)

Contributing Factors

- ☒ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

Text Captions

Note that Aaron's draft job objective was entered in the Working Version Job Objective text box.

Finally, because this is a new job objective, Aaron is able to select what he feels are the appropriate contributing factors. He determines that the contributing factor Communication is appropriate.

[Need help to write Objectives](#)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.

(Limit to 2000 characters)

Contributing Factors

☐ Technical Proficiency

☐ Critical Thinking

☐ Cooperation and Teamwork

☒ Communication

☐ Customer Focus

☐ Resource Management

☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating


[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

Text Captions

Finally, because this is a new job objective, Aaron is able to select what he feels are the appropriate contributing factors. He determines that the contributing factor Communication is appropriate.

**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

* Indicates required field

Cancel

Save and Continue

Apply and Add Another

Apply

Placement in Pay Band

Current Base Salary 81190
Minimum Pay Band Level 38175
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

* Job Objective Title Job Objective 2 - Op Mgmt
(Enter up to 80 characters)

* Start Date 04-Sep-2006
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified Job Objective 04-Sep-2006
(Limit to 770 characters)

Text Captions

Finally, because this is a new job objective, Aaron is able to select what he feels are the appropriate contributing factors. He determines that the contributing factor Communication is appropriate.

[Need help to write Objectives](#)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☒ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Text Captions

As an employee, Aaron is not allowed to determine job objective weights, so he skips the weight section.

Department of Defense
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

* Indicates required field

Placement in Pay Band

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

[Show Relevant Organizational Mission/Strategic Goals](#)

* Job Objective Title
(Enter up to 80 characters)

* Start Date
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified Job Objective
(Limit to 770 characters)

Text Captions


There are four buttons that appear on the top and bottom of each page in step 1:

Cancel: Selecting this button cancels all changes and returns you to the main page.

Save and Continue: Selecting this button saves your changes and allows you to proceed on the same page.

Apply and Add Another: Selecting this button saves your changes and goes to another blank job objective.

Apply: Selecting this button saves the job objective and returns to the main page. Aaron selects **Apply**.

 **Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview

Review

▼ [Setup Details](#)

▼ [Relevant Organizational Mission/Strategic Goals](#)

▼ [Job Objectives](#)

▼ [Employee Self-Assessment](#)

▼ [Interim Reviews](#)

▼ [Closeout Assessments](#)

Update Performance Plan: Overview

Cancel

Save and Continue

Transfer to Rating Official

Continue

Employee Name **Aaron Hollis**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR**

Occupational Code **0801.Engineering (NSPS)**

Employee Number **36646**

Work Schedule **Full-Time**

Pay Pool ID

Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01**

Location **Rossllyn, US**

Pay Plan/Pay Band **YD-02**

Assignment Status **Active Appointment**

Placement in Pay Band

Current Base Salary **81190**

Minimum Pay Band Level **38175**

Maximum Pay Band Level **85578**

Setup Details

* Indicates required field

Appraisal Type **Annual Appraisal - NSPS**

Rating Cycle Start Date **01-Oct-2006**

Rating Cycle End Date **30-Sep-2007**

Appraisal Effective Date **01-Jan-2008**

Rating Official **Maggelon, Luke**

Performance Plan Approval Date

[Return to Top](#)

Text Captions

Notice that Aaron is still in step 1 on the Overview page. He scrolls down to the Job Objectives area.

Relevant Organizational Mission/Strategic Goals

[Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

Job Objectives

[Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								
Job Objective 2 - Op Mgmt	PENDING								

Employee Self-Assessment

[Return to Top](#)

☒ **TIP** Provide input that you wish to have considered as part of your performance rating assessment

Interim Reviews

[Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

Closeout Assessments

[Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
---------	------------	----------	-----------	--------	--------

Text Captions

The new job objective appears in "Pending" status until it is approved.

If Aaron wants to make changes to this job objective, he could do so by selecting **View Details**.

Up until the time the performance plan is transferred to his rating official, Aaron can delete *this* pending job objective by selecting **Delete**.

[Return to Top](#)

Job Objectives

[Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								
Job Objective 2 - Op Mgmt	PENDING								

Employee Self-Assessment

[Return to Top](#)

☒ **TIP** Provide input that you wish to have considered as part of your performance rating assessment

Interim Reviews

[Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

Closeout Assessments

[Return to Top](#)


Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

[Cancel](#) [Save and Continue](#) [Transfer to Rating Official](#) [Continue](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved.[Home](#) | [Logout](#) | [Preferences](#)[Oracle Privacy Statement](#)

Text Captions

Aaron is comfortable with his plan and selects **Continue** to advance to step 2, Review.

**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

[Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Employee Self-Assessment](#)

Update Performance Plan: Review

Cancel

Save and Continue

Back

Transfer to Rating Official

Employee Name Aaron Hollis

Organization CIVILIAN PERSONNEL
MANAGEMENT SERVICE DD48H50000
01

Position 10000.GENERAL
ENGINEER.73210.DD48.APPR

Location Rosslyn, US

Occupational Code 0801.Engineering (NSPS)

Pay Plan/Pay Band YD-02

Employee Number 36646

Work Schedule Full-Time

Assignment Status Active Appointment

Pay Pool ID

To make changes to the appraisal, click Back.

Setup Details

Initiator Maggelon, Luke

Rating Official Maggelon, Luke

Appraisal Type Annual Appraisal - NSPS

Performance Plan Approval Date

Rating Cycle Start Date 01-Oct-2006

Rating Cycle End Date 30-Sep-2007

Relevant Organizational Mission/Strategic Goals

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.

2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.

3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

Text Captions

The Review page provides an opportunity to review any edits or changes to the plan.

ENGINEER.73210.DD48.APPR

Occupational Code 0801.Engineering (NSPS)
Employee Number 36646

Pay Plan/Pay Band YD-02

Work Schedule Full-Time
Pay Pool ID

Assignment Status Active Appointment

To make changes to the appraisal, click Back.

Setup Details

Initiator Maggelon, Luke
Appraisal Type Annual Appraisal - NSPS
Rating Cycle Start Date 01-Oct-2006
Rating Cycle End Date 30-Sep-2007

Rating Official Maggelon, Luke
Performance Plan Approval Date

Relevant Organizational Mission/Strategic Goals [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

Job Objectives [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
Show	Job Objective 1 - Safety	PENDING						
Show	Job Objective 2 - Op Mgmt	PENDING						

Employee Self-Assessment [Return to Top](#)

Text Captions

To show the Details area of the job objectives that are currently pending, he selects **Show All Details** to view all job objectives.

[Show All Details](#) | [Hide All Details](#)

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
Hide	Job Objective 1 - Safety	PENDING						
<p>Performance Objective Working Version Job Objective</p> <p>Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.</p> <p>Contributing Factors Cooperation and Teamwork, Communication, Last Modified Date 04-Sep-2006</p>								
Hide	Job Objective 2 - Op Mgmt	PENDING						
<p>Performance Objective Working Version Job Objective</p> <p>Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.</p> <p>Contributing Factors Communication Last Modified Date 04-Sep-2006</p>								

Employee Self-Assessment [Return to Top](#)

Text Captions

When his review is complete, he selects **Hide All Details** to return to a summary block.

Occupational Code **0801.Engineering (NSPS)** Pay Plan/Pay Band **YD-02**
Employee Number **36646**

Work Schedule **Full-Time** Assignment Status **Active Appointment**
Pay Pool ID

To make changes to the appraisal, click Back.

Setup Details

Initiator **Maggelon, Luke** Rating Official **Maggelon, Luke**
Appraisal Type **Annual Appraisal - NSPS** Performance Plan Approval Date
Rating Cycle Start Date **01-Oct-2006**
Rating Cycle End Date **30-Sep-2007**

Relevant Organizational Mission/Strategic Goals [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

Job Objectives [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
Show	Job Objective 1 - Safety	PENDING						
Show	Job Objective 2 - Op Mgmt	PENDING						

Employee Self-Assessment [Return to Top](#)

[Cancel](#) [Save and Continue](#) [Back](#) [Transfer to Rating Official](#)

Text Captions

At this point, Aaron is ready to transfer the revised performance plan to Luke, his rating official.

To do so, he selects **Transfer to Rating Official**.

Home Logout Preferences

Appraisals: My Appraisals >

Share Appraisal Details with Rating Official

When you click Submit, ownership of this appraisal transfers to the Rating Official.

Cancel Submit

Notification Message for Rating Official

Cancel Submit

Home | Logout | Preferences

Copyright 2000-2004 Oracle Corporation. All rights reserved.

Oracle Privacy Statement

Text Captions

Aaron writes a brief message indicating that he has reviewed the plan and is offering one more job objective for Luke's consideration.

Home Logout Preferences

Appraisals: My Appraisals >

Share Appraisal Details with Rating Official

When you click Submit, ownership of this appraisal transfers to the Rating Official.

Cancel Submit

Notification Message for Rating Official

Cancel Submit

Home | Logout | Preferences


Copyright 2000-2004 Oracle Corporation. All rights reserved.

Oracle Privacy Statement

Text Captions

Aaron writes a brief message indicating that he has reviewed the plan and is offering one more job objective for Luke's consideration.

When he is done writing the message, Aaron selects **Submit**.

**Department of Defense**
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)





[Notifications](#) [Appraisals](#)

My Appraisals

Confirmation
The appraisal has been submitted to the rating official.

My Plans/Appraisals

Appraisals of Hollis, Aaron

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Maggelon, Luke	01-Jan-2008	Maggelon, Luke	Annual Appraisal - NSPS	Ongoing				

Completed Plans/Appraisals
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
Initiator
Last Name, Title First Name
Appraisal Effective Date
(example: 20-Aug-2006)
Appraisal Type

Initiator	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)


Copyright 2000-2004 Oracle Corporation. All rights reserved. [Oracle Privacy Statement](#)

Text Captions

He is returned to the My Plans/Appraisals page.

Here's a Tip - It is a good idea to send your rating official an e-mail to let him or her know that the plan is ready for review and approval.

The status of Aaron's appraisal can be viewed under My Plans/Appraisals. The status is "ongoing," so Aaron can no longer update the plan. Aaron is done with his session and logs off.



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY
***** WARNING *** WARNING *** WARNING *** WARNING *****

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name

ORACLE® Password

E-BUSINESS SUITE

[Forgot your password?](#)

Text Captions

Now that Aaron has reviewed his performance plan and provided feedback, it is time for the rating official to review and approve the plan.